

TO BE USED ONLY IN CASE OF LOSS OF ORIGINAL REQUISITION SLIP OR DIS BOOK

Date:

To
 The Manager

CONTACT NO: CELL:
 Landline No:

BgseFinancialServices Ltd
 NO 51, Stock Exchange Towers J.C.Road, IST Cross
 B A N G A L O R E _ 560027.

Dear Sir,

Sub: Request for Issuance of COMBINED DELIVERY INSTRUCTIONS BOOK.

CL ID									
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I/ We request you to please issue Delivery instruction book containing----Leaves based on this request letter as I/We have lost original NSDL Instructions book along with the requisition slip. I am producing necessary **identity proof and address proof** in order to enable you to issue me/us fresh NSDL delivery instruction book in this regard.

I/WE hereby authorize Mr. /Mrs..... bearer of this letter who will submit the original request/proforma request for sending the NSDL Instruction Slips on my/our behalf **THROUGH POST OR COURIER**. I/We am/are sending enclosed the latest transaction statement. I/ we hereby authorize you to **block all the unused delivery Instruction slips** issued to **me** earlier against the subject client id.

Thanking you

yours Faithfully

Received the book
 By client Sign and date.

1 st Holder signature	2 nd Holder Signature	3 rd Holders
Signature verified by	Date	
Unused slips blocked by	Unused Slips No's	
New Dis issued by	New DIS Slip NOs	
Consignment NO	Remarks(If Any))	
ID Proof collected		

NOTE:Please provide self attested photocopy of Pan Card/Driving License/Election ID card/ Passport etc, as valid Identity addr prof

- ✚ In case of Joint Holders all the holders should sign in the request letter.
- ✚ Clients are requested to provide sufficient time to process his/her request of blocking the old DIS and issuing new DIS book.
- ✚ Request for more than 20 leaves will not be entertained.

ACKONWLEDGEMENT

Received request for issuing DIS book containing leaves from Mr. /Mrs.
 CLID.....DATED.....request received by.....

Signature

Date/Seal

Yours faithfully